

CITY OF KINGSPORT LANE RENTAL APPLICATION

APPLICATION FOR  
AGE GROUP COMPETITIVE SWIM TEAM  
PRACTICE AND MEET TIMES AT THE  
KINGSPORT AQUATIC CENTER

APPLICATION ISSUE DATE: 4/29/13

DUE DATE FOR APPLICATIONS: 5/10/13

CITY OF KINGSPORT APPLICATION  
FOR  
AGE GROUP COMPETITIVE SWIM TEAM  
PRACTICE AND MEET TIMES AT THE  
KINGSPORT AQUATIC CENTER

The City of Kingsport is currently in the process of programming a variety of recreational and fitness activities for the new aquatic facility, the Kingsport Aquatic Center. As part of this ongoing process to offer a wide range of aquatic activities, the city will begin taking reservation requests from interested swim team organizations to provide full service age group competitive swimming at the Kingsport Aquatic Center over the course of the next year as staff continues to develop and evaluate the programming needs of the facility. Lane rental requests will be evaluated with the intention of selecting organization(s) that compliment programs offered by the Kingsport Aquatic Center. Applications for lane space through August 31, 2014 are due on May 10, 2013 by 3:00pm, at Kingsport City Hall. Applications received after this date will be evaluated as space is available on a first come first served basis.

In making the award, the City will consider the competency and responsibility of submitters and other criteria set out herein. The City's Mayor and Board of Aldermen reserves the right to reject any and all applications, to waive any informalities, to reject portions of the applications, to waive technicalities and to rent lane space in a manner consistent with the interest of the Owner and the laws of the State of Tennessee.

All inquiries are to be directed to Kari Matheney, Aquatic Center Director, at (423)-440-9841.

1.     Introduction

The City of Kingsport is requesting formal applications from interested age group competitive swimming organizations seeking year round practice and meet times at the Kingsport Aquatic Center. The projected date for opening the Center is May 17, 2013.

The facility will be located at 1820 Meadowview Parkway, Kingsport, TN 37660. The 50-meter competitive pool is designed with two movable bulkheads to allow for short course and long course lane use. The pool will be equipped with swim lanes and starting blocks for 50 meter and 25-yard competition and practice. The 50-meter pool will be configured in up to sixteen 25-yard swim lanes for practice during the winter months beginning in mid-August. The 50-meter swim lanes will be available to practice and for meets during the summer months, beginning in April. The competition pool is open from 5:30am to 9:30 pm Monday through Friday, 8am to 6pm on Saturdays, and 11-6pm on Sundays. The maximum number of lanes that are available for rent is 37.5% of the competition pool (3 lanes LC or 6 lanes SC) at any given time.

It is understood that the organizations(s) selected to use the facility for age group

competitive swim programs will meet contracted conditions in accordance with City of Kingsport's policies and procedures. Contract agreements with financial requirements and other agreement documents as outlined in this document will be required by selected organization(s).

An evaluation committee consisting of the Aquatic Director and members from the Aquatic Advisory Board may conduct interviews with those organizations with documented abilities to meet the City's objectives outlined in this application. The evaluation committee will rank the order of the top organizations. Scope of services by the organization with the ability to supplement the existing programs that are offered by the City and its ability to meet the financial requirements for practice lanes requested will be significant factors for ranking the organization. In allocating amount of lane space to the selected organization(s), priority will be given to teams whose participants reside in Kingsport City, Sullivan County, and Hawkins County.

Factors for ranking organizations are as follows:

1. Completeness of application
2. Submittal of application by the due date
3. Organization's financial ability to pay for space
4. Ability to compliment Kingsport Aquatic Center programs
5. Residency status of swimmers

If needed, a meeting with the applicant(s) will follow the evaluation process.

Each organization submitting an application will be responsible for the preparation their response according to the requested information listed herein. The City of Kingsport reserves the right to reject any application not submitted within the required time frame; reject any incomplete application submitted; contact client references; required further information; and/or require interviews with any responding organizations. All costs related to the preparation, submittal, and/or presentation of this application are the responsibility of the respondent and will not be assumed in full or in part by the City of Kingsport.

Applications are to be submitted to:

City of Kingsport, Aquatic Center Department  
Attn: Kari Matheney  
225 West Center Street  
Kingsport, TN 37660

Applications must be submitted no later than 3:00pm, May 10, 2013 to be considered

## **2. Scope of Responsibility**

a. The scope of responsibility of the organization will include providing a supervised recreation program at Kingsport Aquatic Center with mutual benefits to both the City and the organization.

b. It will be the responsibility of the selected organization(s) to provide a competitive swim program in a manner that is acceptable to the City of Kingsport, Leisure Services Department and does not interfere with the City's programs or the intended use

of the facility.

### 3. **Pertinent Documents**

#### a. **Business License, By-Laws, and Financial Statements**

The organization must furnish copies of the following information: A valid business license; by-laws; and financial statements as outline in Section 3, part b.

#### b. **Financial Capabilities and Commitments**

A submittal of the organizations two (2) most recent annual financial statements (audited is preferred). If audited statements are unavailable, sufficient financial information to establish the net worth and/or liquid assets available to the organization will be acceptable.

#### c. **Insurance documentation**

A submittal of the organizations current liability insurance certification in the amount of no less than \$1,000,000.00 through United States Swimming Association must be submitted.

If the organization does not currently have insurance, a policy must be obtained and submitted to the City of Kingsport prior to space being allocated. The City will be named insured on such policy and a copy of the endorsement showing such will be provided to the city prior to execution of an agreement for use of the facility.

### 4. **Fees and Rental Rates**

a. Based on the Kingsport City Leisure Services fee structure, the lane rental will be \$8 per lane per 25 yard for practice time. In addition, the standard swim meet rental will be \$1,000 per day; or \$600 for half day meets (less than 5 hours). Meets lasting more than 12 hours will be charged an additional charge of \$100 per hour. These rates are subject to change.

b. Organizations submitting an application are required to submit an outline of their proposed year round schedule of practice times and lanes associated with the practice period. Calculations of Aquatic Center Fees based on the organization's proposed schedule should be submitted with the application.

### 5. **Submission Requirements**

The submission requirements of the application are described below.

a. Submittals from interested organizations are due before 3 PM on May 10, 2013 to City of Kingsport, Aquatic Center Department, 225 West Center Street, Kingsport, TN 37660

b. Pertinent Documents as listed in Section 3, part a. part b. and part c. of this application guideline.

c. Identification and Description of the Organization. Identify the current swim team

staff, qualifications, and length of service to the organization and major accomplishments, as well as a point of contact for the organization.

- d. Describe the swim team's background and qualifications for providing an age-group competitive swim team at the facility, including number of participants and the length of time in operation.
- e. Recreational Program Concept. Submit plans for overall program size and minimal amount of lanes acceptable for your team to use throughout the year. List the approximate number of current swimmers, number of swim lanes, time of the day and months being requested (Appendix A), as well as the county or city of residence of all registered swimmers that will be using the site.

Example:

<b>Fall – Winter 36 weeks</b>	<b>Lanes</b>	<b>Fee x Lanes x Hours x Days x Weeks</b>	<b>Sub Totals</b>
Monday – Thursday		Maximum swimmers per lane =8	
6:00am – 7:30am	4	\$8 x 4 x 1.5 x 4 x 36	6,912.00
3:30pm – 4:30pm	5	\$8 x 5 x 1.0 x 4 x 36	5,760.00
4:30pm – 6:30pm	6	\$8 x 6 x 2.0 x 4 x 36	13,824.00
6:30pm – 9:00pm	5	\$8 x 5 x 2.5 x 4 x 36	14,400.00
Fridays			
6:00am – 7:30am	8	\$8 x 8 x 1.5 x 1 x 36	3,456.00
3:30pm – 4:30pm	4	\$8 x 4 x 1 x 1 x 36	1,152.00
4:30pm – 6:30pm	8	\$8 x 8 x 2 x 1 x 36	4,608.00
Saturdays			
8:00am – 10:00am	6	\$8 x 6 x 2 x 1 x 28 (Meet and Holiday dates excluded)	2,688.00
<b>Summer 10 weeks</b>		Note: 50 meter course configuration	
Monday – Thursday		Maximum swimmers per lane = 16	
8:00am – 10:00am	3	\$16 x 3 x 2 x 4 x 10	3,840.00
3:30pm – 5:30pm	2	\$16 x 2 x 2 x 4 x 10	2,560.00
Fridays			
2:00pm – 5:00pm	3	\$16 x 3 x 3 x 1 x 8 (Meet dates excluded)	1,152.00
<b>Other Dates</b>			
August 22 – Sept. 2			
Mon. - Friday			
4:00pm – 5:30pm	6	\$8 x 6 x 1.5 x 5 x 2	720.00
<b>Contract Total</b>			<b>\$61,072.00</b>

- f. Explain what, if any, additional benefits, services and/or amenities would your team be able to provide to the Kingsport Aquatic Center's operation, other than the obvious rental fees and youth competitive swim program.
- g. List the names(s) and location(s) of facilities the team currently is using and average number of hours used per month. Identify whether the location(s) will continue to be used or will be reduced in the number of hours used, if your application is accepted.

6. **Conditions of Subsequent Agreements**

The following conditions, among others, will be required as a part of the agreement and/or facility use contract and subsequently negotiated with the selected organization(s):

- a. Organization(s) understands that any agreements reached with the City will be subject to all existing and future policies procedures and regulations set forth by the City of Kingsport Leisure Services.
- b. Organization(s) will be required to insure all of its participants and procure and maintain insurance against claims for injuries and damages to property, which may arise from or in connection with use of the facility.
- c. Organization(s) will be required to comply with all Federal, State and local laws, ordinances, resolutions and policies.
- d. Operating policies shall be subject to review and approval by the City of Kingsport.
- e. The property shall be used and maintained for public youth recreation purposes subject to the condition set forth in the contractual agreement with the City of Kingsport.
- f. Like existing volunteer association/organization relationships, the financial responsibility of funding the total operation of the recreation program will be assumed by the selected organization(s). The cost of facility maintenance and public utilities charged to the aquatic center will be paid by the City of Kingsport.

## Appendix A

<b>Fall – Winter</b>	<b>Lanes</b>	<b>Fee x Lanes x Hours x Days x Weeks</b>	<b>Sub Totals</b>
<b>August-April</b>		Maximum swimmers per lane =8	
<b>Summer</b>		Note: 50 meter course configuration	
<b>May-July</b>			
<b>Other Dates</b>			
<b>Contract Total</b>			